

NORTHERN FRONT RANGE INTERAGENCY WILDLAND FIRE COOPERATORS

FORT COLLINS INTERAGENCY DISPATCH CENTER

NORTHERN COLORADO INTERAGENCY TYPE II HANDCREW OPERATING GUIDELINES

Effective: May 1, 2006



Participants:

Larimer County Sheriff's Office - Emergency Services
Boulder County Sheriff's Office – Emergency Services
Arapaho-Roosevelt National Forests
Rocky Mountain National Park
AmeriCorps

Interagency Crew

The Larimer County Sheriff's Office (LCSO), Arapaho and Roosevelt National Forest (ARF), Rocky Mountain National Park (RMP), Boulder County Sheriff's Office (BCSO) and Americorps agree to participate in two Interagency Type II Handcrews following the guidelines and components outlined in this document. The crews will be listed as CRW2 in ROSS. (See matrix, page 9) The crew name is: Northern Colorado 1 & 2 - Type II Handcrew.

These Operating Guidelines will be reviewed and approved annually by the Northern Front Range Wildland Fire Cooperators Board to ensure compliance with participating agencies policy.

Season of Operation

One Northern Colorado Interagency Crew will be in available status for the entire calendar year. The second crew will be in available status from June 10 through August 10. One or both crews may be listed as unavailable by the participating Cooperators via weekly conference calls.

Crew Typing:

The Northern Colorado Interagency Crews will be configured and listed in ROSS as a CRW2. If the crew meets the standards for a CRW2-IA (Initial Attack) capable crew at the time of dispatch it will be listed as IA capable in ROSS for the duration of the assignment.

Availability

The Northern Colorado Interagency Crews will be listed as available for local, regional and national assignment. The crew will not be removed from available status without the consensus of all agencies participating in crew components. Pre-season as well as ongoing evaluation should be made by each cooperating agency to insure adequate resources are available for initial attack coverage on home units and for support of agency crew components. Additional crews may be mobilized as needed or as resources permit. All agency party to this agreement will be given an opportunity to participate when any additional crews are made available.

Notification of Crew order

Ft. Collins Interagency Dispatch Center (FTC) will list the handcrew as available in ROSS. FTC will not provide any "Heads-up" notification of a potential resource order. Participating agencies will be expected to respond at the time of an order. FTC will notify agency contacts by pager that a crew resource order has been received and establish a time and telephone number for a conference call. Agency administrators will determine Crew leadership, transportation method, meeting point, equipment and logistical needs, etc...) during this conference call. FTC will implement decisions made at this call. Every attempt will be made to follow the leadership rotation previously established but final decisions will be made on the conference call.

"Self-sufficient" Crew requests

Crews may be requested to be self-sufficient, which may imply that a crew provides meals and lodging for the duration of the assignment. Ideally, all logistical support will be provided by the ordering agency. This expectation needs to be clarified prior to the dispatch.

Conference call number – 866-712-2771

Participant access code - 6911324#

Conference Leader code – 9208243# *(to be used by the conference call coordinator only)*

Standard Crew Components

1. The following positions are considered to be the standard crew structure:

- Crew Boss (1 CRWB),
- Crew Boss Trainee (1 CRWB(T) optional)
- FFT1 (3), 1-LCSO, 2-ARF. ICT5's are required for CRW2-IA standard.
- Sawyers (2) (3) for CRW2-IA standard. **See Faller/Sawyer section.**
- Firefighters (the balance of the remaining 20), 40% of the crew must have one season of experience. When possible a minimum of 1 EMTB qualified firefighter.

2. Agency commitments for the Northern Colorado Inter-agency Fire Crew(s) (May be adjusted at time of conference call):

- | | | |
|---------------------------------------|---|---------------------------------|
| • Larimer County Sheriff's Office. | 7 | (1-CSFS) |
| • Arapaho - Roosevelt National Forest | 6 | (3-CLRD / 2-South Zone / 1-SRD) |
| • Rocky Mountain National Park | 2 | |
| • Boulder County Sheriff's Office | 1 | |
| • Americorps | 4 | |

The Colorado State Forest Service may provide one crewmember when a position is available and CSFS has personnel to fill the position. This position will be from the Larimer County Component or will fill in for a Cooperator that can not fill their designated slots.

Agencies unable to meet their crew commitment should contact Fort Collins Dispatch Center at 970-295-6800 as soon as possible. FTC will advise the other cooperators to assist in filling remaining crew components.

Crew Bosses:

Crew Bosses for the Northern Colorado Crew will be determined during the pre-dispatch conference call. Whenever possible, the CRWB position will be rotated between ARF, RMP and LCSO. The general Crew Boss rotation will be as follows:

- NPS Crew Boss / LCSO Crew Boss Trainee
- LCSO Crew Boss / USFS Crew Boss Trainee
- USFS Crew Boss / NPS Crew Boss Trainee

Crew Supervisor Trainees:

Any time the Northern Colorado Crew is dispatched, an effort will be made to assign a Crew Boss Trainee.

The Trainee should be assigned from an agency other than that of the Crew Boss. The Crew Boss Trainee will be part of that agencies normal crew component.

Crew Boss and Crew Boss trainees assigned to Northern Colorado Interagency Crews may not accept other fire assignments away from the crew.

FFT1's and ICT5's (Squad Leaders):

Each Crew will have 3 FFT1's as Squad Leaders. Each agency (LCSO and ARF) will provide an FFT1/ICT5 Squad Leader with their crew component, whenever possible, and must provide 3 ICT5/FFT1 when configured as a CRW2-IA Crew. Squad Leaders will be identified at the pre-dispatch conference call and documented on the crew manifest by FTC.

Fallers/Sawyers:

A minimum of three red card qualified faller/sawyers will be assigned to each crew whenever possible. When USFS sawyers are assigned, one will be carded as FALB as a minimum and have no other assigned collateral duties. When the crew provides transportation from participating agencies, three saws can be provided for the crew between the USFS and/or LCSO at the time of dispatch. **On assignments where the crew is being flown out from our home base, saws may only be carried if authorized by the airlines or charter service.**

Emergency Medical Technician (EMT):

Every effort will be made to include a Colorado certified EMTB with each crew when possible, but this is not a required component.

Crew Manifests:

The following information will be provided to Fort Collins Dispatch Center for the Crew Manifest: Name, Position, Gender, Agency, Personal Weight, and Gear Weight.

Mobilization Time:

The crew will meet the national standard for mobilization of a Type II crew. This is 4 hours from time of notification by RMACC to assembly at the designated departure point.

Mobilization Method:

Listed by priority is the preferred means of travel, dependent on the destination and other logistical concerns at the time of dispatch.

In Colorado (or 400 mile radius):

- 1) By agency owned 4X4 vehicle (Suburban/6-Packs).
- 2) Leased bus or van.

In Region 2:

- 1) By agency owned 4X4 vehicles (Suburban/6-Packs).
- 2) By leased bus or vans.

Out-Of-Region: (See National (62.2) and Regional (22.3) mob guides for Tools and Saws guidance)

To be determined by receiving unit/Incident

Agency Vehicles:

To be coordinated during mobilization conference call, and will be drawn from a pool supplied by:

- a) Americorp – 2 Suburbans
- b) Rocky Mountain NP – 1 Six-pack
- c) Larimer County – 1 Suburban
- d) Arapaho-Roosevelt NF:
 - i) Canyon Lakes RD – 1 Six-pack
 - ii) Boulder/ Clear Creek RD – 2 Pick-ups
 - iii) Sulphur RD – 1 (model pending)

Designated Departure Point:

The crew will assemble all of its members at a departure point determined at the pre-dispatch conference call. Individual agencies may coordinate their components at other assembly points before all agencies assemble at the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel.

Strike Team Requests

When the Northern Colorado Interagency Crew is requested in a strike team configuration the assigned crew boss rotation will be followed. A strike team leader will be assigned when requested from the IMG list on a rotational basis. If a STL trainee is assigned a reduction in the crew component providing the trainee may be necessary.

OPERATING GUIDELINES

Standard Crew Equipment Requirements

Radios: Each agency will furnish its overhead personnel (Crew Boss, Crew Boss Trainee, and Squad Leaders) with King programmable radios. A minimum of five radios should be taken on each dispatch to insure good inter-crew communications. These radios should be programmed with the Northern Front Range Interagency Frequency Plan to facilitate communications while traveling to and from an incident(s). The USA Logistical frequency of 163.100 should be the primary travel frequency. Radio assignments may be altered to accommodate digital or narrow band systems used by requesting unit/incident. Confirmation will be sought prior to mobilization. Family Radio Service (FRS) radios are not allowed.

Chainsaws: The Canyon Lakes Ranger District (USFS) or the Larimer County Sheriff's Office will provide a minimum of two chainsaws for the crew. Both agencies will maintain and store two saws for this function. Saws will be used on a rotational basis. Use of the LCSO saws will require completion of Equipment Rental Use forms. See National Mob Guide 62.2 and Regional Mob Guide 22.3 for information regarding mobilization of saws and hand tools.

Meals and Water: Unless traveling by air, the crew will be dispatched with rations and water sufficient for two meal periods. The crew is expected to arrive at the assembly point fed and self sufficient for a minimum of six hours. No special arrangements will be made to feed crew members who do not comply. Before being demobed from an incident, the Crew Supervisor should make meal and/or lodging arrangements with incident personnel, for the time the crew is in travel status. At a minimum, the crew should be double lunched.

First Aid Kits: 1 10-Person first aid kit, at a minimum, will be sent with each crew dispatched.

CREW BOSS AND CREW BOSS TRAINEE RESPONSIBILITIES

The crew boss is responsible for the management, organization and safety of the crew from the time of dispatch until the return of the crew back to their point of departure. Though the Northern Colorado Crew is interagency in nature, the crew boss regardless of agency affiliation is in command of the crew. Tactical decisions as well as administrative issues are the responsibility of the crew boss.

Crew Briefing:

It is mandatory that the crew boss and crew boss trainee present a briefing to the crew prior to departure which includes:

- Details of the assignment.
- Logistics including transportation method and travel plans.
- Crew organization and squad assignments.
- Review supplies, line gear and equipment.
- Collection of Task Books to be evaluated.
- Confirmation that Red Cards and photo ID's are in possession by all.
- Review health and welfare issues.
- Expectations on behavior and conduct.

Evaluations:

The crew supervisor is responsible for completing an evaluation of the crew supervisor trainee, and ensuring a crew evaluation is received from their fireline supervisor before leaving the incident. These evaluations will be submitted to Fort Collins Dispatch Center Manager upon return to Fort Collins.

The crew supervisor trainee will be responsible for submitting a copy of crew member performance for either superior performance or less than satisfactory performance, if applicable, for each individual working the incident (be specific when identifying problems).

Time Sheets:

Crew Supervisors are responsible for submitting completed, signed documents for their crew during the dispatch. The squad leaders, crew supervisor or supervisor trainee from each agency will serve as chief of party for that agency during travel to and from the point of departure. Time sheets for each agency providing crew members will be given to their chief of party for return back to home units. The accuracy of the firefighter time sheet upon completion is the responsibility of the firefighter with problems resolved by the crew supervisor before departing the incident or before disassembly of the crew upon return.

Disciplinary Action Procedures:

If any inappropriate behavior occurs while the crew is mobilized, it is the responsibility of the Crew Supervisor to take immediate steps to insure that the actions cease. If the behavior is serious enough to warrant an individual's demobilization or legal actions, FTC must be notified along with the appropriate personnel on the incident. FTC will then notify the involved cooperative agency. Specific details of the actions must be documented accordingly.

TIME REPORT PROCESSING AND PAY RATES

Because Inter-Agency Suppression Crews and single resources represent many different agencies, it is especially important for crew supervisors, strike team leaders, crew liaisons, and other miscellaneous overhead to understand their responsibilities in regard to Inter-agency Fire Business Management policy.

Emergency Firefighter Time Report

1. Be certain that each person has a time report and that it is posted each day. The local timekeeper **MUST** sign these reports prior to your departure from the incident.
2. Regular government, CSFS, LCSO and BCSO employees shall return with their Emergency Firefighter Time Report (EFTR) and submit this document to their normal timekeeper, i.e. home unit, for processing as soon as possible. LCSO and BCSO crew members shall submit their completed EFTR to their home unit for payment. LCSO and BCSO will then provide a detailed bill with copies of all EFTR's to CSFS for processing through CSFS to the appropriate agency for reimbursement.
3. Other cooperators shall process their firefighter time through their normal procedures, at their home unit.
4. Personnel dispatched as single resources are responsible for submitting their own time reports to their home unit.

Larimer County and Boulder County Firefighter Pay Rates

1. County firefighters will be paid at the current agency rate established for their respective position. ***Larimer and Boulder County firefighters are not AD Casual firefighters.***
2. Classification of firefighters should be established prior to departure on the assignment. The pay rate can change during the assignment if the person's job changes. Re-assignments at the incident must be documented by the Finance Section.
 - **FFT2** Crew member – skilled – infrequent faller, pump operator, etc.
 - **FFT1** Crew member assigned with primary duty of a Squad Leader
 - **FALA** Crew member assigned as a faller/sawyer with primary duty involving operation of a chainsaw.
 - **FALB** Crew member “red card” qualified as a FALB, assigned as a faller/sawyer with the primary duty involving operation of a chainsaw.
 - **CRWB** Crew Boss
 - **ENGB** Engine Boss
 - **Single Resource Positions** Single resource positions will be paid at a department rate that is determined by the given position.
 - **Trainees** All trainees for the FFT1, CRWB, ENGB or Single resource positions, will be filled at the next lower level.

Administratively Determined (AD) Pay Rates (If present on crew)

1. Casual firefighters will be paid at the rate shown in FSH 5109.4 Inter-agency Fire Management Handbook. All non-federal employees will be paid at the standard AD Rate for the position they are filling.
 2. Classification of firefighters should be established prior to departure on the assignment. The pay rate can change during the assignment if the person's job changes. Reassignments at the incident; must be documented by the Finance Section.
- **AD-C** Crew member – skilled – infrequent faller, pump operator, etc.
 - **AD-D** Crewmember assigned as sawyer with primary duty involving operation of chainsaw, Squad Leader, Crew Boss Trainee, Helitack Crew Member, Smoke Chaser.
 - **AD-F** Crew Boss, Single Resource Supervisor, full time faller (not a crewmember), Engine Boss, crewmember “red card” qualified as FALB with primary duties as a faller/sawyer.
 - Other job rates are designated in Fire Business Management Handbook R2/4 Supplement (updated annually).
 - All trainees for positions, which fall in the AD-3 to AD-4, will be paid at the level established in the Fire Business Management Handbook.

Logistical Support and Purchasing Responsibilities.

For crew supervisors and crewmembers, all expenses should be picked up by the benefiting or ordering agency.

However, if this support cannot be arranged, Agency Type 2 Crews should have the ability to provide meals and lodging for themselves while in travel status. Each participating agency should be able to support their component of personnel. Each agency chief of party must:

Keep all individual receipts, secure Supply #'s for all purchases upon arrival (or prior to departure from) incident and maintain a copy of the resource order. It is also helpful to get a General Message from the Logistics Section stating that the incident is not logistically supporting the crew or single resource. This should be returned to the home unit.

- Federal personnel are authorized to use PCMS credit cards for lodging (and meals if necessary) for all agency crewmembers (within daily and card limit restrictions). PCMS card use is not authorized for *severity* or *pre-suppression* assignments.
- Non-Federal personnel are authorized to use Agency credit cards for any meal or lodging needs if logistical support from the benefiting agency cannot be arranged. All original receipts must be itemized and returned to the home agency for reimbursement.

If individuals support themselves, employees should collect receipts for reimbursement through Agency-specific channels.

- Federal employees may use Agency-issued travel cards if directed by CRWB.
- Non-Federal employees should submit the original, itemized receipts for reimbursable expenses to the home agency finance section for processing.

Car Rental

Should a car rental be needed, arrangements for rentals should be made prior to dispatch. If, upon arrival at the incident a rental is required, the ordering agency should arrange payment. *No benefiting unit can REQUIRE a vehicle rental at the individual's expense.* Should the CRWB choose to rent vehicles: Keep all gas receipts, secure Supply #'s for all rental agreements, and maintain a copy of the resource order.

- Non-federal employees should submit all bills to the incident finance section prior to returning to their home unit.
- Federal employees should submit a travel voucher for all expenses upon return to their home unit, using the job code from the incident.

Personal Expenses

All crewmembers should carry at least \$50.00 cash, traveler checks or a credit card for normal expenses (food during travel, personal care items, etc.) which may occur during a 14-day assignment.

CONTACT NUMBERS

Ft. Collins Interagency Dispatch Center Main number 970-295-6800 Fax - 970-295-6801	Larimer County Emergency Services Emergency Services Coordinator - 970-498-5300 Wildland Fire Program Coordinator - 970-498-5302 Fax -970-493-2795 Dispatch Center - 970-416-1985	Rocky Mountain National Park Dispatch -970-586-1203/ 568-1399 Fax 970-586-1318
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Recommended Equipment:

Each crew member is expected to come equipped with line gear, personal gear pack, and sleeping bag ready for fire line assignment up to 14 days (Excluding travel). Required line equipment is as follows: (See National Mob Guide 62.2)

- 1 personal fire pack (red bag)
- 1 field pack web gear
- 1 hard hat w/chin strap
- 2 pair leather gloves
- 2 pair nomex pants
- 2 Nomex shirts
- 4 1 qt canteens (minimum)
- 1 pair goggles/safety glasses
- 1 pair ear plugs
- 1 pair lace-up, leather boots, 8 inch tops, lug soles
- 1 individual first aid kit
- 1 fire shelter
- 1 headlamp w/batteries
- 1 sleeping bag
- 2 meals (ready to eat type meal)
- "Red Card" and photo ID

Recommended additional equipment:

- bandannas
- socks (plenty)
- underwear and T-shirts 100% cotton, enough for 2 weeks
- jacket/sweater & cap
- rain gear
- tennis shoes
- ground cloth/ small tent(optional)
- toilet kit
- travelers checks, cash (\$50.00 minimum) or a credit card
- belt
- personal prescription drugs, extra glasses
- pocket notebook and pencil

Line gear and personal equipment must meet the following guidelines:

- Maximum weight for line gear and personal pack is 65 lb.
- No items are to be attached to the outside of packs
- Fire clothing and boots will be worn from point of departure to assignment during travel.

MINIMUM CREW STANDARDS FOR MOBILIZATION

(Per: NWCG Fireline Handbook March, 2005, NFES 0065, Page A-37) (See Notes below for #1 & #2)

Minimum Standards	Type I (#1)	Type 2 with IA Capability	Type 2	Type 3
Fireline Capability	Initial attack/can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing to include burnout	Fireline construction, fireline improvement, mop-up and rehab
Crew Size	18-20	18-20	18-20	18-20
Leadership Qualifications	Permanent Supervision Superintendent: TFLD, ICT4 Ass't. Supt.: STCR, ICT4 3 Squad Bosses: CRWB(T), ICT5	CRWB and 3 ICT5	CRWB and 3 FFT1	CRWB and 3 FFT1
Bilingual Requirements	CRWB & FFT1s must be bilingual (able to read and interpret) in language of crew.	CRWB & FFT1s must be bilingual (able to read and interpret) in language of crew.	CRWB & FFT1s must be bilingual (able to read and interpret) in language of crew.	CRWB & FFT1s must be bilingual (able to read and interpret) in language of crew.
Experience	80% 1 season or more	60% 1 season or more	40% 1 season or more	20% 1 season or more
Full-Time Organized Crew	Yes	No	No	No
Communications	5 programmable radios	4 programmable radios	4 programmable radios	4 programmable radios
Sawyers	3 agency qualified	3 agency qualified	0	0
Training	80 hours annual training	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher
Fitness	Arduous	Arduous	Arduous	Arduous
Logistics	Self-sufficient	Not self-sufficient (#2)	Not self-sufficient	Not self-sufficient
Maximum Weight	5,100 lbs.	5,100 lbs.	5,100 lbs.	5,100 lbs.
Dispatch Availability	1 hour	Variable	Variable	Variable
Production Factor	1.0	0.8	0.8	N/A
Transportation	Own transportation	Transportation needed	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped	Not equipped
Personal Gear	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, 1 qt. canteen, web gear, sleeping bag
PPE	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection	Arrives with: hard hat, fire resistant shirt/pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection

- #1. Interagency Hotshot Crews (IHC) are Type I crews that exceed the Type I standards as required by the National IHC Operations Guide (2001) in the following categories:
- A. Permanent supervision with 7 career appointments (Superintendent, Assistant Superintendent, 3 Squad Bosses).
 - B. IHCs work and train as a unit 40 hours per week.
 - C. IHCs are a national resource.
- #2. Type 2 IA crews are not normally ordered as self-sufficient. The Requesting Unit may determine that the Type 2 IA crews it is ordering will need to be self-sufficient.